



QUICK GUIDE

TO

JOINING

3. Tick if repayment of any student loans are applicable

Sign the P46 Form

TICK ONE BOX

HM Revenue & Customs P46: Employee without a Form P45

Section one To be completed by the employee
Please complete section one and then hand back the form to your present employer.
If you later receive a form P45 from your previous employer, please hand it to your present employer.

Your details Please use capitals

National Insurance number
This is very important in getting your tax and benefits right.

Name
Title - enter MR, MISS, MRS, MS or other title
Surname or family name
First or given name(s)

Date of birth

Address
Postcode
House or flat number
Rest of address including house name or flat name

Are you male or female?
Male Female

Your present circumstances
Please read the following statements carefully and tick the one that applies to you.

A - This is my first job since 6 April and I have not been receiving Jobseeker's Allowance or taxable Income in kind or a state or occupational pension.

OR

B - This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance or incapacity benefit, I do not receive a state or occupational pension.

OR

C - I have another job or receive a state or occupational pension.

Student Loans
If you left a course of Higher Education before last 6 April and received your first Student Loan instalment on or after 1 September 1998, you have not fully repaid your student loans, tick box D. If you are required to repay your Student Loans through your bank or Building Society account do not tick box D.)

Signature and date
I can confirm that this information is correct

Signature _____
Date _____

P46(2006) Page 1 HMRC 11/05

7. Send in verified copies of identification as detailed on the lists supplied

8. Post in the FREEPOST envelope provided or directly to:

FREEPOST RECRUITMENT & CONTRACTOR SERVICES

THAT'S IT!

You will receive a Welcome Pack within 36 Hours